SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER I SCDC POSITION #: 010319

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 1100 AM - 0700 PM LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 028274 - \$ 044745 SCEIS POSITION #: 61019040

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL, AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

PROVIDES ORIENTATION FOR EACH INMATE. ADMINISTERS AND EVALUATES GROUP TEST OF INTELLIGENCE AND ACADEMIC ACHIEVEMENT. ASSESSES INDIVIDUAL INMATES' NEEDS AND DEVELOPS PROGRAM AREA RECOMMENDATIONS AND MAKES REFERRALS TO ADDRESS THESE NEEDS. MAKES APPROPRIATE COMPUTER ENTRIES AS THEY PERTAIN TO INTAKE ASSESSMENT. REVIEWS ALL INMATE RECORDS PRIOR TO ASSIGNMENT ENSURING THAT ALL RECORDS CONTAIN ESSENTIAL INFORMATION, DISPOSITION ON SERIOUS ARREST CHARGES (NCIC) AND ARE ASSEMBLED CORRECTLY. INITIALLY CLASSIFIES AND ASSIGNS ALL INMATES COMMITTED FROM THE STATE AND RECLASSIFIES OTHER INMATES THROUGH THE R & E CENTER.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

FILLING 2 POSITIONS FROM THIS ANNOUNCEMENT.